



21st Century Community Learning Centers

Typical Operation Week:

Definition: “The word *typical* is defined as the *usual* or *characteristic* attributes associated with center operation and programming. By definition, a 21st CCLC center should be characterized by defined hours of operation that should be relatively consistent across the school year or summer (e.g., 3-6 p.m., Monday-Thursday). Special, nonrecurring, or episodic events, field trips, or programming would not be considered when reporting information associated with the typical hours and days of center operation nor when reporting the typical activities provided by the center”. (Taken from the United State Department of Education’s “21st CCLC 2015 Annual Performance Report: Paper Forms for Centers, March 2015, pg. 1-Operations”).

Using the definition above and the information below, complete the Typical Operations Week table showing which activities will comprise a *typical* week at each of the program’s centers.

1. The 21st CCLC programs must run a minimum of two hours a day, three days a week. The table will not accept anything less than this requirement.

2. Summer programs will vary. Fill out the summer program table indicating what a typical week will look like at your center.

EXAMPLE:

Operations: Fill out the form below to illustrate what a typical operation week would look like in a week of your school day program:

How many weeks during the school year will your program run? 34

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM					
8:00 AM					
3:00 PM	Greetings/snack/homework	Greetings/snack/homework	Greetings/snack/homework	Greetings/snack/homework	Greetings/snack/homework
4:00 PM	P.E or recess/ enrichment	P.E or recess/ enrichment	P.E or recess/ enrichment	P.E or recess/ enrichment	P.E or recess/ enrichment
5:00 PM	P.E or recess/ enrichment	P.E or recess/ enrichment	P.E or recess/ enrichment	P.E or recess/ enrichment	P.E or recess/ enrichment
6:00 PM	Pick up	Pick up	Pick up	Pick up	Pick up
7:00 PM					

Press the Save Page button before leaving the screen. Failure to save each page as it is completed will result in lost data.

Return